



STATE OF GEORGIA
Division of Family and Children Services

Nathan Deal
Governor

Bobby D. Cagle
Director

The following items need to be submitted via U.S. postal mail or email.

1. Criminal Records Check/Initiation of Process
 - a. This is to be completed by the contractor. The contractor must use **COGENT**. Background checks last 5 years. If they are still usable (within 5 years), **they MUST have been through COGENT**. If they are not, you will have to get them through **COGENT**. Please address this in your budget if needed. **These MUST be NOTARIZED**.
 - b. Please see attached Background Check Form for additional information.
2. Georgia Department of Revenue Tax Compliance Form
 - a. Please complete the attached Tax Compliance Form and send in with your application.
3. Security Immigration & Compliance Contractor Affidavit– Businesses
 - * Businesses must have a Federal Work Authorization (E-Verify) Number. It can be obtained by visiting and/or registering via the USCIS E-Verify Website Portal at <http://www.uscis.gov/e-verify>. The Work Authorization (E-Verify) Number can be 4, 5, or 6 digits long; NO letters.
 - a. Please see the attached Security Immigration & Compliance Form. Complete the Contractor Affidavit, and have any sub-contractors complete the Subcontractor Affidavit. **ALL FORMS MUST BE NOTARIZED**.
4. Certificate of Liability Insurance
 - a. This is to be completed by entities other than governments. Please review the attached Insurance Para 129 Form to ensure your organization has the appropriate amount of insurance.
 - b. Please request your Certificate of Liability from your insurance company and submit with your application.
5. Corporate Resolution – Nonprofits
 - a. This is to be completed by non-profit contractors only. Please see the attached Sample Corporate Resolution. This sample is a possible template. Contractors are not required to use this template, but the Corporate Resolution needs to include all of the items on the template. **This MUST be NOTARIZED**.
6. W-9
 - a. Please submit your Form W-9 with your application.
7. OFS Vendor Management Form
 - a. Please complete and submit the attached Vendor Management Form with your application

Mail all correspondences to Kirby McClendon at
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